



HEADQUARTERS
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**CTWG STAFF CALL
MINUTES
June 16, 2004**

Attendance:

WING COMMANDER
VICE COMMANDER
CHIEF OF STAFF
STATE DIRECTOR
CTWG SAFETY OFFICER
AIRCRAFT MAINTENANCE OFFICER
AIRCRAFT MAINTENANCE ASSISTANT
DIR CADET PROGRAMS, DIR DDR/DIR PROF DEV
ADMINISTRATIVE/PERSONNEL
DIRECTOR OF COMMUNICATIONS
COMMUNICATIONS LICENSING OFFICER
GROUND OPERATIONS OFFICER
FLYING SAFETY OFFICER
EMERGENCY SERVICES OFFICER (ADY)
EMERGENCY SERVICES ASSISTANT
OPERATIONS TRAINING OFFICER
STAN/EVAL OFFICER
DIRECTOR OF AEROSPACE EDUCATION
INTERNAL AEROSPACE OFFICER
PROFESSIONAL DEVELOPMENT OFFICER
FINANCE OFFICER
CHAPLAIN
HISTORIAN
INSPECTOR GENERAL
SUPPLY/TRANSPORTATION/REAL ESTATE OFFICER
DIRECTOR OF INFO.MGMT/COMM.ASST.
INFORMATION MANAGEMENT ASSISTANT
ASST ADMIN. OFFICER

COL. PALMER (EX)
MAJ OSBORN
LTC ROWEN
LTC ISABELLE
LTC STIDSEN
CAPT J. KELLING (EX)
CAPT WRIGHT
MAJ MARTEKA (EX)
LTC HUCHKO
MAJ VALLEAU
CAPT C. KELLING
LT SLEDGE
CAPT LE BOEUF
COL. STURGES
CAPT FLETCHER
CAPT SHAPIRO
MAJ CATES
CAPT OESTREICHER
LT ABBATE (NP)
LT PIENKOSZ (NP)
MAJ FOROSTOSKI (NP)
CAPT SAGENDORF
LTC HORNER
LT HALEY (NP)
LTC BRIGNOLA (NP)
MAJ WROBEL
CAPT SCHINITIS
LT JULIE BAILEY

(REP) Representative, (NP) Not Present, (EX) Excused

Meeting was called to order at 1934L by LTC Rowen

LTC Rowen led the Pledge of Allegiance and Captain Sagendorf opened the meeting with the prayer.

COLONEL PALMER

COLONEL ROWEN

- Top of my things to replace is to get a better air conditioner for Palmer Hall.
- Welcome back, Major Osborn.
- National Cadet Week, 4-13 July. Need to be aware of that.
- Orientation Flights- There is a policy written on orientation flights. It requires the Wing Commanders Signature. He is having some serious family issues going on. I will run over real quick what has to be done. Form 7's have to be done on line. It was effective 1 June no matter what. Once the orientation flight is done they fill out the Form 7 and the paper copy, after they enter it on line, is sent to Wing. They have to enter on line within ten days by Nationals' requirements. We have 60 days available which it will not take 60 days. I am the Wing validation officer for orientation flights. Once the paper Form 7 is forwarded to Wing, I will validate on line and we will be paid. It will only be done once a month because when the fuel bill comes in it has to be entered in. It also has to be validated by LTC Isabelle. He will do a 100% check. There is about \$3500 when we started. You do not need AF permission to fly orientation flights. When we get close to the amount of money we are allotted I will let everyone know. I will get that policy letter issued. Paper Form7s will not leave here. Whatever form the squadrons have now will be okay. (Wrobel-For clarification, who is granting access to the on-line Form 7 entry function?) (Rowen-either you or the squadron WSA Administrator.) The squadron WSA is responsible for going on-line at the National site and giving permission to the people who the squadron commander wants to have permission to enter the Form 7 orientation flights. There is only one person at Wing who can validate – that it me (LTC Rowen). (Wrobel – Only if the squadron WSA is having problems granting permission to that squadron member then they come to me not the squadron member. If a squadron member contacts me, I will bump back to squadron WSA. I should only be getting information regarding that from the Squadron WSA.) Money runs out in October – fly.
- Eval – Coming up. As far as I know we are still participating. I know that money is an issue. Operations – have you been able to put your heads together to find out how we are going to use the money for training. (Mylchreest-we are working on that.) Rhode Island is still the lead unit . Dates are in October. We're concerned with the money we have now to do a full eval training set up. (Sledge-be aware that September-October a lot of squadrons have fundraisers.) Rowen-We don't set the date.
- I believe I have all of the responses for the findings on the SAV. I am still in the process of marrying them up. We are 30 days behind in sending to the Air Force. There are findings you need to be actively working on them so that when the Compliance Inspection comes we don't have any findings.
- Qualified pilots – this was put out to the squadrons. I know that Major Cates is hard at work on marking sure those lists are on line. I know that operations put out a directive to the squadrons stating that the people that they have assigned to their units are responsible for maintaining their pilot records. They need to forward copies any time a person does any type of biennial flight review , upgrading, Form 5, Form 91 – a copy needs to come to operations so that they can validate it. No paper, no validation. It has to be done that way. Operations is the lead on that. There is more than one person doing that. LTC Mylchreest, Col. Sturges is also doing that. We may even add Major Cates to that list. Major Cates, do you have any objection to that? (Major Cates – no.) Major Wrobel, could you take care of that? Make him a validator for the pilots. (Wrobel-Yes)
- We are cleaning up in the front. There is only a little bit of moving around going on. The major stuff is staying in the same place. Just trying to make things work a little better.
- We just signed a five-year contract last week. If you have a large copying job, then I don't have a problem with you using the front copy machine. Go through Lt Bailey and LTC Huchko. For a one-copy job, use the copier in the back. It works fine. It is the copier from Lara.
- I heard from Sgt. Lara. He went to work for the Army Corps of Engineers in Massachusetts. He's happy. His e-mail didn't change. He's a civilian administrative manager.
- Has the cut-off date for encampment gone by? (Wrobel-Will investigate it.)
- Air conditioners for the back room. (Capt Schinitis will check the circuitry in the back.) Also looking for carpeting for the floor.
- LTC Neill has been relieved as Assistant Safety Officer and has taken on the job of Aircraft Maintenance. Capt Kelling is stepping down.

- If everyone would visit the web site you will notice that the Rock Cats will be having a CAP night July 17. It's only \$7. Let's try to get the families together and go.
- Went to Danbury open house. They have a nice place. If you get a chance to go down and visit, I highly encourage you. They really did well.
- You will see more phone calls directly from me. LINGO.com – unlimited phone calls - \$19.95 a month. You need DSL or high-speed access. It works great. No taxes involved because internet. You pay no long distance calls. Hooked up to your cable or DSL – just like getting a phone call.

LTC HUCHKO

- Admin – In good shape. Keeping up with the mail with thanks to Lt Bailey. We've been able to answer questions when they come up. In good shape in Personnel. Any personnel issues taken care of usually in two weeks – by the time I get it and the Colonel signs it and it goes out. I follow up with National to make sure it gets done – that's in good shape too. (Rowen – Did you take care of that senior member from 004?) Yes I did.

COLONEL STURGES

- I'd like to say we are in great shape but we're not. We need a lot of help. Our budget is down. I knew the shape we were in by paper by when I got a call from AFRCC Friday and I couldn't get a plane in the air. We had no qualified pilots in Connecticut to fly that day. The pilots we had listed had problems. We had the same things with GTL's and GTM's. There are two planes in Hartford and they are working. We only have two planes that we can fly but we need to fly pilots. Even Groton didn't have any available pilots that day. (Rowen-Colonel Palmer said that all planes will stay in Hartford until all four planes are back in operation.) We need to do a lot of work on training. I will be pestering the PDO. It is really his job to see to it that the Wing Commander has qualified people in every area.
- MIMMS- where everything has to go in order to be really qualified to get your 101 card. It's up, it's working. If it is put in right, it comes out right. Three times a day I go looking for validations. If I have the backup I can validate. If not, I pester someone. It is through MIMMS that I know who is qualified in the whole Wing. I have the records of everybody in the entire Wing. I am going to attempt to work with Lt Jerry Sledge as a ground trainer and the squadrons to get people qualified for their 101 cards. There are two squadrons right now who know how to enter MIMMS and make it work and we'll be working with the rest of the squadrons to get them to learn how to work the computer. It's very simple but you have to follow the rules – all the boxes need to be filled in and you have to fill in the right numbers. If I see a wrong number I spit it back for revision. I think progress is being made.

MAJOR OSTREICHER

- May 22 we had a EAA Wings day at Sikorsky Memorial Airport. Fifteen seniors have gotten their Yaeger's award on line. Their names should appear in the next issue of CAP NEWS. Trying to set up a model rocketry program two weekends in August. Trying to set up around religious activities that people have scheduled for the weekend.)Lt Bailey – Is there a way that maybe you can do it at encampment?) (Wrobel – it would take almost two full days – the regulations say that cadets cannot complete achievement tests at encampment – not a normal place to do this.) I hope to do in August – last resort will be in September. (Rowen – where are you doing this?) Two locations – one at the Stratford Eagle's facility or at LTC Hull's place. He has a big field in Torrington. (Rowen – make sure that the tower and local police know you are doing this so that they don't think terrorists are landing – at least the police and the tower at Stratford.

MAJOR WROBEL

- Encampment is 14-21 August at Camp Rowland. Question camp up about deadline for applications. Originally it was set for June Commander's Call. It has been extended to July 5.
- If anyone wants to come down and support encampment please touch base with LTC Hull, Capt Flynn or myself.
- CTWG Conference – 29-30 April 2005. Conference will be in the same place as this year. Conference Committee has begun planning for the 2005 Wing Conference. Any suggestions, or

anyone who wants to join the Conf. Committee, are welcome. We meet on the second Wednesday of every month at CTWG HQ.

- IT – web site. Those of you who are department heads and will send mailings to people, we are doing an opt out option – we will send you mail via e-mail when possible instead of sending by regular mail. A lot of things I have done on the security side. If you are not registered, please do so – there is a lot of information for your areas. Squadron alert rosters are now on line. Squadron commanders will be able to change their lists.
- CISM – I just spent the weekend in Houston, TX for Critical Incident Stress Management training. Those of you who were at the Wing Conference and had the opportunity to met LTC Sherri Jones. She is the advisor to the National Commander on CISM. This is a psychological Band-Aid for those normal people who have been exposed to an abnormal act. Perfect example is the plane crash in MA last year. These cadets and senior members were put into the crash scene where it was stress for them. These cadets and seniors were put into a scene where a normal person shouldn't have to experience. The psychological trauma that can come from that can be debilitating. I am the CISM coordinator at CTWG. We will be having a training put on by LTC Jones September 18-19. Location TBD. Cost will be about \$25. Will send out information. Strongly encourage anyone mission related take this course. Each region is mandated by 60-5 to have a critical incident stress team in place. NER has nothing except for Connecticut.

CAPT LE BOEUF

- We had another good month in the safety area of flying. No incidents. I gave a flight safety briefing to everyone at the FRO course this past weekend. Helped FROs who are not pilots how important their role is.

CAPT FLETCHER

- (Rowen – welcome back – understand you have been ill. When you are ready to come back, let me know and I will give you a job.)

SM JESSICA LESLIE

- I will do the CAC portion of the information. The cadet Ball is October 2 – Jester's Court. We have a place and a DJ. Colonel Palmer wanted a professional DJ. He has better equipment, censored music and is a professional DJ. Will get together with Colonel Palmer and the DJ. Sgt Peyman from the 399th is the cadet project officer. Will invite squadron commanders and encampment staff, Mrs. Palmer. (Rowen – This should all be blessed by the Wing Commander.)
- Drill Team – two squadrons have a half team each so perhaps they can get together to field a team.

LT LESLIE

- Asking CAC to make a decision in July on whether we are having a drill team or not. Potentially too much money tied up in this. Wing is ultimately responsible for the costs – approximately \$2000. This needs to be a serious effort if the Colonel wants to go with a team.
- Has been discussion about having a cadet-level Commanders' Call. Colonel Palmer likes the idea. It will probably be on a Wing Staff work night. This is a chance for Cadet Commanders to see what happens at this level. We feel it is important for Cadet Commanders to know what is going on.
- Cadet Programs – two cadet change of command ceremonies this past week – Silver City and Thames River.
- Historian – Wing Historical Report is more than 30 days past due. Only two departments gave us a report and one squadron. I will submit what I have to National. I visited Silver City two weeks ago and brought back a significant pile of old paperwork. One squadron has approached asking if they could have their old files to maintain their records.

CAPT KELLING

- IKATICALL training – we had six people from wing. Still asking for money for repeaters to keep this afloat.

- I started doing a regular training for basic communications for ROA. Will have a regular class every three months. Also going to start up an advanced class twice a year.
- As assistant to Major Valleau, want to start fostering interest in the communications program and develop this at the squadron level.
- I would like to introduce C/SMSGT Charles Bailey, is our Wing Licensing Officer. He will be learning how we maintain order at the Wing level.

LTC MYLCHREEST

- Last Saturday had an excellent presentation at the FRO class. Had a good turnout at the class.
- Flight clinic – will schedule a class at this fall.
- Imperative that we get an aircraft down to Groton (Osborn-I will speak with Colonel Palmer and get back to you.)

CAPT SHAPIRO

- We need qualified mission pilots.
- We are scheduling a flight clinic will probably be held in September. I will make sure it does not conflict with the CISM training.
- Red Cross has qualified CISM counselors – they have offered their services to help us.
- Nationwide – the training budgets have been substantially decreased retroactively so that our 2004 training budget (Oct 1 – Sept 30) has been reduced from \$12,000 to \$7500. This occurred all over the country. Not a reflection of our training. Since it was retroactive we did a quick analysis. As of tonight we have a minimum of \$2200 left in training funds which needs to last us until Sept. 30. Have decided to concentrate our funds into three areas.
- One area is going to be air – ground coordination. We have set up our first exercise sortie with the Plainville squadron. They will be reviewing at their next squadron meeting actions to take. We will have them practice it the following Monday.
- It is very important that the planes be disbursed out of Hartford so we can continue training with the squadrons.
- Second area is disaster assessment – Red Cross has gone to handling quick assessment rather than doing damage assessment. This system was used in Guam after their recent hurricane. Would like to practice with us and are willing to set up a training program for disaster assessment in preparation for the hurricane season.
- Third area - getting more qualified MS pilots – our pilots have decreased in the past few years.

MAJOR OSBORN

- I have nothing else at this point – it's good to be back. I probably won't be here 100%.

Meeting adjourned at 2040 hours.

Respectfully submitted,

//signed//

Cassandra Huchko, LTC, CAP
CTWG DA/DP